

Personnel - General

CIVIL AIR PATROL MEMBERSHIP

This manual defines CAP membership categories and prescribes proper administrative procedures for membership application, renewal and nonrenewal.

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Chapter 1

GENERAL INFORMATION

SECTION A - MEMBERSHIP INFORMATION

1-1. Policy. Membership in Civil Air Patrol (CAP) is a privilege reserved for those individuals who desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined herein. In the event an individual does not meet the prescribed criteria and is erroneously accepted, the membership is null and void, and dues will be refunded. Additionally, in those cases where an applicant is accepted by a unit commander but not accepted by a higher headquarters, membership dues will be refunded and the membership is null and void. National Headquarters reserves the right to make final decisions on all membership cases and issues which arise under this directive.

a. **Compensation.** Civil Air Patrol members are not employees of the CAP; they are volunteers who provide their services for the public good without expectation or receipt of salary, pay, remuneration or compensation of any kind.

b. **Nondiscrimination.** Although membership in CAP is selective, discrimination on the basis of race, color, national origin or disability is prohibited by CAP policy as well as laws and directives governing federally-assisted organizations. Civil Air Patrol policy further prohibits discrimination on the basis of sex and religion. Membership applicants who feel they have been discriminated against may call the Director of Personnel at National Headquarters, (334) 953-7748, for information on how to file a complaint. Members who feel they have been discriminated against may file complaints under the applicable regulations as follows:

(1) Complaints of discrimination based on race, color, national origin or disability are filed under CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*.

(2) Complaints of discrimination based on sex or religion are filed under CAPR 123-2, *Complaints*.

c. **Sexual Harassment.** Sexual harassment is strictly prohibited within CAP. Sexual harassment is defined as behavior of a sexual nature which is unwelcome and is personally offensive to the recipient. Commanders at all levels are required to provide an atmosphere free from such harassment. Senior members who feel they have been subjected to sexual harassment may file a complaint under CAPR 123-2. Sexual harassment complaints involving cadets will be handled in accordance with CAPM 50-16, *Cadet Program Manual*.

1-2. Membership Categories. Civil Air Patrol membership is divided into the following categories:

- Cadets
- Seniors:
 - Active
 - Patron
 - Retired
- Aerospace education members (AEMs)
- Business members
- Affiliate members
- Honorary members
- Life members

1-3. Membership Year. Membership is on an annual basis. Initial membership commences when the unit commander authenticates the application form and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters. The membership renewal term is for one year based on the membership anniversary date (regardless of when annual renewal dues are paid). For example, if membership expires in June and renewal dues are not submitted until September, the new membership expiration date will be 1 year from the anniversary date in June rather than a year from the date the dues were received in September. *NOTE: Even though members may submit renewal dues up to 90 days following the membership expiration date, this is designed as an administrative convenience only and is not considered a "grace" period. An individual is not a CAP member after the membership expiration date until renewal dues are accepted by National Headquarters for another membership year.*

1-4. Membership Conditions. All persons agree by applying for initial, or membership renewal, to the following continuous conditions of membership:

a. To obey the decisions of those in authority and to follow and adhere to the appropriate regulations and the *Constitution and Bylaws of the Civil Air Patrol*.

b. Only corporate officers as defined by the Constitution and Bylaws are authorized to obligate the Corporation. This includes signing of contracts and commitments of corporate funds or corporate property.

c. The Corporation will not be liable for loss of, or damage to, personal property when utilized for, or on behalf of, CAP.

1-5. Unit Membership Board. (Applicable to cadets and senior members only). All unit commanders will appoint a unit membership board comprised of a minimum of three members to assist the commander in determining the eligibility of new applicants and membership renewals.

SECTION B - PERSONNEL RECORDS

1-6. CAP Identification Numbers. The Social Security Number is used as the CAP member identification number in all CAP personnel records. These numbers are used within CAP only as necessary for CAP purposes and are not released outside CAP unless required to obtain membership benefits or authorized military privileges. Any other use must be with the member's consent.

1-7. Active Records. Personnel records consist of training records (CAP Form 66, *Cadet Master Record*, prescribed by CAPM 50-16 for cadets; CAP Form 45, *Senior Member Master Record*, and CAP Form 45b, *Senior Member Training Record*, prescribed by CAPM 50-17, *CAP Senior Member Training Program*) for seniors; a copy of the initial application form (CAP Form 15, *Application for Cadet Membership in Civil Air Patrol*, for cadets, CAP Form 12, *Application for Senior Membership in Civil Air Patrol*, and when applicable, CAP Form 12a, *Senior Membership Supplement*, for senior members); and all personnel actions pertaining to the member in the form of published personnel actions, CAP Form 2, *Request for Promotion Action*, CAP Form 2a, *Request for and Approval of Personnel Actions*, CAP Form 120, *Recommendation for Decoration*, and CAP Form 83, *Civil Air Patrol Form for Clearance Screening*. Any additional information pertaining to the member's service and performance should also be made a part of the personnel records. These records will be maintained by the member's unit of assignment. Personnel records are normally maintained by the unit personnel officer. However, this duty may be delegated to the unit administrative officer, or in the case of senior member records, to the senior program officer, at the discretion of the unit commander. *NOTE: CAP Form 25, Personnel Data Card, which is now obsolete and no longer available may be filed with the CAP Form 45 for senior members who were in the program prior to development of the Form 45. CAP Form 45a, Amended Senior Master Record, and previous editions of CAP Form 45 may also continue to be used. Do not transcribe information from the older CAP Forms 45/45a just for the sake of updating the newer CAP Form 45. CAP Form 45b will be used to record member's participation in the modified senior member training program which was implemented 1 September 1983.*

1-8. Inactive Records. Members who transfer, resign, retire, or fail to renew may request their membership records from the unit. The unit should keep a copy of the former member's personnel record in the inactive file. Members whose membership is nonrenewed or terminated may request a copy of their membership records from the unit; however, the unit will retain the official records. Records not requested by former members will be removed from the unit's active file and arranged alphabetically in an inactive file. The unit is required to maintain records of former members for 5 years unless otherwise directed by HQ CAP/DP. If not requested after the fifth year, records will be destroyed.

1-9. National Headquarters Membership Unit (99000 and 99999) Records. Members of the National Headquarters Membership Units (99000 and 99999) are responsible for maintaining their own personnel records while assigned to the headquarters units.

1-10. Correction of National Membership Records. Monthly membership listings furnished by National Headquarters should be carefully reviewed as they are received to ensure that correct and complete information is reflected for each member concerned. In order to correct a member's record or to furnish missing information, the listing should be annotated in red ink to show the correct information and mailed directly to HQ CAP/DP for update of the National file. The only exception is that changes or corrections to the CAP officer grades must be submitted through the wing headquarters for validation prior to forwarding to National. Additionally, members will not be deleted from the listing unless they failed to renew or have been terminated by CAP Form 2b, *Personnel Action Request - Termination of CAP Membership*. *NOTE: Since membership listings contain social security numbers and other personal data, they should be used only for CAP purposes and not released outside CAP without the member's consent.*

1-11. Transfer of Membership:

a. A member who moves from one locality to another may transfer to another unit in the new community.

b. A member may also transfer from one unit to another in the same locality upon approval of the unit commanders concerned. If approved by one, but disapproved by the other, the request will be forwarded to the commander at the next higher echelon for decision. If disapproved by both unit commanders, the transfer will be denied.

c. Commanders may initiate transfers for those members under their command to other units under their command. In the event a member objects to such transfer, the request will be forwarded to the commander of the next higher echelon for final decision.

d. Members do not lose their membership by virtue of a unit deactivation. They may be transferred to another unit in their locality or, if they do not elect to join another unit, they will be transferred to the parent wing for the duration of their membership year.

e. Transfer Procedures:

(1) When a member transfers to another unit, CAP Form 2a will be initiated by the gaining commander. The gaining unit will mail the original of the form directly to HQ CAP/DP and furnish a copy to each intermediate headquarters in the chain of command. When the transfer action is completed by National Headquarters, it will be reflected on the losing unit's monthly membership listing (MML). If there is any reason why the transfer is not acceptable to the losing unit, the losing unit commander must notify HQ CAP/DP within 2 months of the notification. (For example: An unacceptable transfer reflected on a May membership listing must be reported to National by 31 July). In such cases, National will void the transfer and return the member to the losing unit until the problem can be resolved.

(2) When a member transfers to another unit, the transferring member will hand carry his or her records to the gaining unit.

f. For additional guidance on the acceptance of former cadet members and transfer of achievement credits, refer to CAPM 50-16.

1-12. Address Changes. It is the responsibility of every member to notify HQ CAP/DP, their units, and wings of any change of address. Blank forms for submitting address changes are included frequently in the *Civil Air Patrol News*.

1-13. Correspondence. A unit will type or print its correspondence pertaining to personnel matters when submitted to a higher headquarters. The Social Security Number will also be included when referring to any individual member. These numbers are for official use only and are necessary to provide efficient service.

1-14. Membership and Identifications Cards:

a. National Headquarters will issue membership cards to all new cadets and senior members. Senior members will receive temporary membership cards until membership eligibility is validated by the screening process at which time plastic membership cards will be issued. Membership cards will be reissued annually upon renewal.

b. In addition, CAP Form 19, *CAP Photo Identification Card*, may be issued to senior members on an optional basis by region and wing commanders. (National Headquarters will issue photo identification cards to members assigned to units in the 99000 series.) The photo identification card is not valid unless accompanied by a current membership card.

(1) Members may request identification cards by completing CAP Form 19A, *Request for CAP Photo Identification Card*, attaching a 1" x 1" photograph and forwarding to their region or wing headquarters as appropriate.

(2) Members assigned to units in the 99000 series may request photo identification cards directly from HQ CAP/DP

Chapter 2

CADET MEMBERSHIP

2-1. General. Cadet membership in CAP is available to all young men and women who meet the eligibility requirements outlined in paragraph 2-2. Cadets who become members before their 19th birthday may retain their cadet status until they reach 21 years of age; however, senior membership is optional for all cadets at age 18 (see paragraph 3-5 for application procedures).

2-2. Requirements for Initial Membership. All applicants for cadet membership must meet the following prerequisites:

- a. Twelve years of age, or attending the sixth grade, through 18 years of age.
- b. Enrolled in or graduated from a private or public school or college with a satisfactory record of academic achievement.
- c. Single
- d. Not a member of the active duty Armed Forces.

NOTE: National Guard and Reserve personnel are not considered active duty Armed Forces unless they are serving on extended active duty. For the purpose of this regulation, CAP does not consider Basic Military Training for Guard and Reserve personnel as extended active duty.

- e. Citizenship. Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non citizen residing in the United States specifically approved by the National Commander's designee (HQ CAP/DP).

(1) Those persons in "admitted for permanent residence" status must possess and present a current *Alien Registration Receipt Card* (Form I-151 or I-551) when making application for CAP membership. If an alien's status changes from "admitted for permanent residence" other than by reason of acquiring citizenship, the alien is no longer eligible for membership.

(2) Requests for waiver of citizenship criteria for lawfully admitted non citizens residing in the United States who were not admitted for permanent residence will be submitted through channels along with a copy of the membership application to HQ CAP/DP. The waiver, if approved, will be only for the period of residence within the United States.

- f. Good moral character.
- g. If a former member of CAP, must not have been terminated for misconduct.
- h. Be accepted by the unit and higher headquarters.

2-3. Cadet Membership Dues. National membership dues are required for all new cadets along with a fee for the initial cadet program study material (see Atch 3 for actual amounts). Additional dues may be assessed with the approval of the region and wing commanders.

2-4. Application Procedures:

- a. Action by the applicant:

(1) Complete CAP Form 15 in at least three copies. The applicant's parents or guardian must sign all copies of the application.

(2) Furnish a health certificate if required. Although physical handicaps and disabilities do not bar membership, a cadet will be required to furnish a physician's certificate when health is questionable. In such cases, the applicant's parents or guardian, a physician, and the unit commander will determine the extent of the applicant's capabilities to participate in CAP activities (see CAPM 50-16). If a health certificate is required, it will be filed in the cadet's unit personnel records.

(3) Turn in the completed application form and membership dues to the unit commander or the commander's designated representative. A separate check or persona money order is required for National dues. (Unit checks will be accepted as long as there is one check per application.) The check or money order should be made payable to "National Headquarters CAP." *NOTE: Cadets rejoining after a lapse in membership are also required to send the full dues unless they have already completed Phase I training, in which case they order required cadet program study materials directly from the CAP Bookstore (see CAPM 50-16).*

(4) Mail the approved application form (CAP Form 15) and check or money order to HQ CAP/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a \$20.00 processing fee.

- b. Action by the unit:

(1) The unit commander or the commander's representative will review the application for accuracy, completeness, and eligibility of the applicant. Commanders may request assistance from the unit membership board in determining eligibility if they feel it necessary before approving the application. To ensure that applications are accepted by National Headquarters, each application should be screened against the checklist outlined in Atch 1. In the event the applicant is not accepted by higher headquarters, membership dues will be refunded and membership will be null and void.

(2) Return the original of the approved application form (CAP Form 15) and check for the National dues to the cadet for mailing to HQ CAP/DP.

(3) A copy of the membership application will be forwarded to the wing headquarters, along with a unit check for wing dues. *NOTE: Some wings do not require wing dues for cadets. In these cases, the duplicate application may not be required. Check with your wing headquarters to determine the local wing policy.*

(4) The third copy of the application will be filed in the cadet's personnel records at the unit.

c. Action by National: Upon receipt of the application, National Headquarters will validate membership and issue a membership card. The membership card will be mailed directly to the new member at the member's home address, and the cadet's name will be added to the monthly membership listing which is furnished to each wing and unit. Additionally, each new cadet will automatically receive study materials for Phases I and II of the cadet program when the membership application is processed.

d. Upon Joining the Armed Forces: Cadets who join any branch of the active duty Armed Forces (this does not include military service academies) will furnish

HQ CAP/DP written notification along with a CAP Form 12 and fingerprint card, at which time they will be automatically transferred to senior membership status. Additional membership dues are not required for the duration of the current membership year; they will be billed as senior member renewals. *NOTE: Cadets who join the National Guard or Reserves are not required to become seniors upon attending "basic training." Regardless of the wording of the orders, "basic training" is not interpreted by CAP as "extended active duty." However, National Guard or Reserve members who enter "extended active duty" are not eligible to be cadets and must become senior members. Individuals who join the Armed Forces under the delayed enlistment program are not required to become senior members until such time as they actually report for duty.*

e. Upon Marriage: Cadets who marry will furnish HQ CAP/DP written notification along with a completed CAP Form 12 and fingerprint card at which time they will be transferred automatically to senior membership status. Additional membership dues are not required for the duration of the current membership year; however, upon expiration of the membership year, they will be billed as senior member renewals.

Chapter 3

SENIOR MEMBERSHIP

3-1. General. Senior membership in CAP is a privilege reserved for those individuals who conscientiously desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined in paragraph 3-2. This privilege may be enjoyed as long as the member observes and complies with the CAP Constitution and Bylaws and other governing directives. Categories of senior membership are listed below:

a. **Active Member.** A member who regularly attends meetings, performs a specific duty assignment, meets training requirements, and participates in the activities of his or her unit. An active member may wear the CAP uniform and compete for grade advancement (see CAPR 35-1, *Assignment and Duty Status*).

b. **Patron Member.** A patron member is a financial supporter who maintains current membership through payment of annual membership dues and participates in a limited capacity as outlined in CAPR 35-1.

c. **Retired Member.** A member having a minimum of 20 years CAP service as a senior member who no longer desires active participation. Retired members do not pay annual membership dues (see CAPR 35-1).

3-2. Requirements for Membership. All applicants for senior membership in CAP must be accepted by the unit and higher headquarters and must meet the following criteria:

a. **General.** Possess the desire, willingness, and capability to promote the objectives and purposes of CAP.

b. **Age.** Be at least 18 years of age or be a member of the Armed Forces on active duty at any age.

c. **Citizenship.** Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non citizen residing in the United States specifically approved by the National Commander's designee (HQ CAP/DP).

(1) Those persons in "admitted for permanent residence" status must possess and present a current *Alien Registration Receipt Card* (Form I-151 or I-551) when making application for CAP membership. If an alien's status changes from "admitted for permanent residence" other than by reason of acquiring citizenship, the alien is no longer eligible for membership.

(2) Requests for waiver of the citizenship criteria for lawfully admitted non citizens residing in the United States who were not admitted for permanent residence will be submitted through channels along with a copy of the membership application to HQ CAP/DP. The waiver, if approved, will be only for the period of residence within the United States.

d. **Suitability.** Subject to being waived by the Executive Director or National Commander, any one or more

of the following may be the basis for rejection of or loss of membership.

(1) Conviction of a felony by any court of record whether federal, state or military.

(2) A pattern of arrests and/or convictions including but not limited to sex offenses, child abuse, DUIs, dishonesty and violence.

(3) Discharge from the armed services under other than honorable conditions.

(4) Falsification of information on the membership application.

(5) Previously terminated or non renewed for cause from membership in CAP.

(6) Any other unfavorable information brought to the attention of CAP officials at any level.

3-3. Confidential Screening. All individuals applying for active senior membership must be screened and registered by National Headquarters. The screening process requires that the individual complete a FBI fingerprint card used by National Headquarters to request a FBI criminal records check to determine membership eligibility. Final decision as to each individual's eligibility rests with the National Commander or the National Commander's designee (EX). The National Commander's decision is final and is not subject to appeal or to the "complaints" procedure under CAPR 123-2.

a. Reports received from the FBI are maintained in strict confidence by National Headquarters and reviewed by only a small group of officials charged with making recommendations to the National Commander or his designee as to the member's eligibility. National Headquarters will not release these reports or associated documentation. Such reports will be retained for at least 5 years after the individual is no longer a member of CAP.

b. Members may be rescreened periodically as required by National Headquarters or upon request of unit commander of assignment or commanders of higher echelons with reason to question a member's continued eligibility. Members renewing after the 90-day renewal period must submit a new FBI fingerprint card (see paragraph 4-2).

3-4. Senior Membership Dues. National membership dues, region dues and an initial fee for the senior member handbook are required for all new members (see Atch 3 for actual amounts). Additional dues may be assessed with the approval of the region and wing commanders (see paragraphs b and c below).

NOTE: Cadets transferring to senior member status may do so without any additional charge for the duration their current membership year, after which time they will be billed as a senior member renewal (see paragraph 3-7 for application procedures).

a. National Headquarters collects only National and region dues (and the fee for the senior member handbook) for new senior members. Wing dues are forwarded directly to the wing headquarters. On renewals, however, National collects the total amount due directly from the individual member and rebates wing and region dues on a monthly basis.

b. Wing dues may be established in any amount desired with the approval of the region commander concerned. Wing dues for new members are submitted directly to the wing headquarters at the same time National and region dues are forwarded to National.

c. Group and squadron dues may also be levied with the approval of the wing commander. Group and squadron dues are not forwarded to National Headquarters.

3-5. Application Procedures:

a. Action by Applicant:

(1) The applicant should complete CAP Form 12 (the original to be forwarded to National Headquarters with sufficient copies to forward to intermediate headquarters as required) and a FBI fingerprint card. The completed application and fingerprint card are then turned in with appropriate membership dues to the unit commander or the commander's designated representative. A separate check or money order is required for National/regional dues. (Unit checks will be accepted as long as there is one check per application). The check or money order should be made payable to "National Headquarters CAP." Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a \$20.00 processing fee.

(2) Mail the approved application form (CAP Form 12) and check or money order to HQ CAP/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332. (See Atch 3 for actual dues amount required.)

b. Action by the Unit:

(1) The unit commander or the unit commander's designated representative will review the application and fingerprint card for accuracy, completeness, and eligibility of applicant. Commanders may request assistance from the unit membership board in determining eligibility if they feel it necessary before approving the application. To ensure that applications are accepted by HQ CAP/DP, each application should be screened against the checklist outlined in Atch 2. In the event the applicant is not accepted by higher headquarters, membership dues will be refunded and membership will be null and void.

(2) Return the original of the approved application (CAP Form 12), fingerprint card, and check for National dues to the applicant for mailing to National Headquarters.

(3) A copy of the application will be forwarded to the wing headquarters (and group if applicable), along with a check for wing dues.

(4) The remaining copy of the application will be filed in the member's unit personnel file.

c. Action by National Headquarters:

(1) Review CAP Form 12 and fingerprint card for accuracy and completeness.

(2) Process membership application and forward temporary membership card to member.

(3) Forward fingerprint card to FBI for processing. After screening, the FBI will return fingerprint cards to National Headquarters with a report of information on file.

(a) Upon receipt of FBI reports, National Headquarters will determine those individuals approved for membership and forward an approved membership card.

(b) In those cases where screening reveals questionable background information, the National Commander or the National Commander's designee (EX) will make the final decision as to the individual's membership eligibility. If it is determined that the individual is ineligible for membership, National Headquarters will remove the individual's name from the membership rolls, notify the commanders concerned, and refund the membership dues.

3-6. Procedures for Applying for Patron Membership.

Individuals applying for patron membership should complete a CAP Form 12, annotated in red across the top "PATRON." Upon approval by the unit commander, the applicant will forward the CAP Form 12 along with a personal check or money order to HQ CAP/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332. (See Atch 3 for actual dues amount required.) Patron members are not required to submit a FBI fingerprint card; however, they must meet the membership criteria outlined in paragraph 3-2 above. Once the application is processed by National Headquarters, the patron member will receive a distinctive membership card.

3-7. Procedures for Cadets Transferring to Senior Status.

After reaching age 18, cadets desiring to transfer to senior member status may do so by simply forwarding a CAP Form 12 and a FBI fingerprint card to National Headquarters (a copy of the CAP Form 12 should also be forwarded to the wing headquarters). The form will be annotated across the top as follows:

"Cadet to Senior - No Charge." When the application is received by National Headquarters, the cadet will be transferred to senior member status for the duration of his or her current membership year, after which time the member will be billed as a senior membership renewal. *NOTE 1: If the cadet's membership is due for renewal at approximately the same time the application for senior membership is made (within 2 months), then the applicant should*

include new senior membership dues with the application to ensure continuous service. (See Atch 3 for actual dues amount required.) In this case, wing dues will be forwarded directly to the wing. NOTE 2: Cadets who have not transferred to senior member status prior to their 21st birthday, will have their cadet membership terminated and receive a notification letter from National Headquarters along with a CAP Form 12 and fingerprint card in the event they wish to continue their CAP affiliation as a senior member.

Chapter 4

MEMBERSHIP RENEWALS

SECTION A - GENERAL

4-1. General. The term of membership is for one year, and membership renewal is subject to approval of the unit commander and higher headquarters. If the unit commander determines continued membership to be adverse to the best interest of CAP, the commander will initiate action for nonrenewal in accordance with Section C.

4-2. Renewal Period. The membership renewal period is 60 days prior and 90 days following the membership expiration date. Additionally, upon acceptance by the unit and higher headquarters, senior members may renew at any time within 2 years of the membership expiration date by paying retroactive dues. The renewal period following the membership expiration date (180 days for cadets and 2 years for seniors) is an administrative convenience only. This is not a "grace" period. It is emphasized that an individual is not a CAP member and is not authorized to participate in CAP activities after the membership expiration date until renewal dues are accepted by National Headquarters for another membership year.

a. Cadets not renewing within 90 days following their membership expiration date have the option of rejoining (through their unit of assignment providing they still meet the initial membership eligibility criteria), or late renewing within 180 days of their membership expiration date. Late renewals are subject to acceptance by the unit and higher headquarters, and payment of retroactive membership dues.

(1) Cadets rejoining after a break in service will be credited with previous accomplishments as evidenced in their personnel files.

(2) In those cases where National Headquarters accepts a late membership renewal which is not acceptable to the member's unit or intermediate headquarters, the unit concerned will notify National Headquarters and the membership will be declared null and void, and membership dues refunded. *NOTE: These procedures are not subject to the nonrenewal provisions of Section C of this chapter since membership will have already expired.*

b. Senior members not renewing within 90 days following their membership expiration date have the option of rejoining at any time or renewing within 2 years of their membership expiration date. However, late membership renewals are subject to acceptance by the unit and higher headquarters and payment of retroactive membership dues. These late renewals must also be accompanied by a new fingerprint card.

(1) Members electing to rejoin must reapply (CAP Form 12 and fingerprint card) and be accepted by the unit and higher headquarters (see Chapter 3). Upon acceptance, members will be credited with previous achievements, but

their records will reflect a break in service. *NOTE: Reinstatement of grade of former members is neither automatic nor mandatory, but is at the discretion of the unit commander. Commanders must request grade reinstatement through channels in accordance with CAPR 35-5, CAP Officer & Noncommissioned Officer Appointments and Promotions.*

(2) Members renewing within 2 years of their membership expiration date will send dues along with a new fingerprint card directly to HQ CAP/DP.

(a) Dues are retroactive to the membership expiration date and must be paid in full upon renewing. The next membership renewal date will be the anniversary of the original expiration date, regardless of when back dues are paid. If there is any question about the amount due, the member should contact HQ CAP/DP prior to forwarding a remittance.

(b) In those cases where National Headquarters accepts a late membership renewal which is not acceptable to the member's unit or intermediate headquarters, the unit concerned will notify National Headquarters and the membership will be declared null and void, and membership dues refunded. *NOTE: These procedures are not subject to the nonrenewal provisions of Section C of this chapter since membership will have already expired.*

(c) Members renewing within 2 years retain their CAP grade and their records reflect continuous service.

4-3. Monthly Membership Listings:

a. Each wing and unit is furnished a monthly listing of all current cadets and senior members. This listing identifies new members, rejoins, renewals, overdue renewals, and members due to renew during the ensuing 2 months. This listing also identifies those members who did not renew during the renewal period and who will be deleted from National's active files 90 days following the expiration date.

b. Listings should be carefully reviewed when they are received each month and corrected in red ink to reflect current information or to furnish missing information and forwarded directly to HQ CAP/DP for update to the National file. The only exception is that changes or corrections to CAP officer grades must be submitted through wing headquarters for validation prior to forwarding to National Headquarters. Additionally, members cannot be deleted by annotating the membership listings.

SECTION B - RENEWAL PROCEDURES

4-4. Renewal Procedures:

a. **Notification.** National Headquarters will notify the member by direct mail that he or she is to renew 60 days in advance of the membership expiration date. If such notification is returned showing an incorrect address, a renewal notice will be sent to the unit of assignment for delivery to the member. When the renewal card is returned, it should include an address correction.

b. **Renewal.** The renewal notice should be returned by the renewing member with the member's check or personal money order in the return envelope provided. Members may also renew using credit cards. Failure to return the renewal notice could result in processing delays or lapse of membership.

c. **Collection of Renewal Dues.** The amount of dues to be remitted will be indicated on the renewal notice. National Headquarters will collect renewal dues to be paid by each member to include national, region, and wing dues. Squadron and group dues will be paid directly to the unit. There are no reduced rates for special member categories (patrons, chaplains, family rates, etc.), unless the wing headquarters has some system of reimbursing such members after the total amount is collected by National and rebated to the wing. This is an internal wing policy and varies from wing to wing.

4-5. Changes to the Dues Structure. Any changes to CAP unit dues become effective with the new fiscal year (October) renewals. Since renewal notices are mailed out by National Headquarters 60 days in advance, the October renewal notices will be mailed on/about 1 September. Therefore, in order to modify the mechanized renewal system to reflect a dues change, HQ CAP/DP must receive the requested change not later than 15 July of each year. The region commander is responsible for notifying National Headquarters of the amount of unit dues to be collected from members of the region headquarters staff. Upon approval by the region commander, the wing commander is responsible for notifying National of the amount of wing dues to be collected from members of the wing.

4-6. Rebate of Renewal Dues. Each month, National Headquarters rebates to each region and wing renewal dues collected from members renewing during the preceding accounting period. The rebate check is accompanied by a listing (by serial number) of those renewals

SECTION C - NONRENEWAL PROCEDURES

4-7. General. Civil Air Patrol Bylaws provide that membership is from year to year and is a privilege and not a right

Members have no vested right to renew membership which is subject to reconsideration at the end of each membership year. Membership renewal may be denied if the approving authority, designated herein, determines that continued membership of the individual would be adverse to the best interests of CAP. In all

cases of nonrenewal, members are given advance notice and an opportunity to respond to the approving authority before a final decision is rendered. A member being considered for nonrenewal may not transfer beyond the jurisdiction of the initiating wing commander until a final decision is made. All membership categories are subject to nonrenewal proceedings. Nonrenewal procedures on chaplains will not be initiated without first, contacting the National Chaplain, HQ CAP-USA/HC, 105 South Hansell Street, Maxwell AFB AL 36112-6332, in writing, explaining the circumstances and reasons for the action.

4-8. Criteria for Nonrenewal. Membership nonrenewal is appropriate and should be initiated in cases of (a) specific acts of misconduct or (b) where the member has demonstrated a defective attitude or pattern of disruptive behavior which has had an adverse impact on the unit and CAP, and thus, makes renewed membership not in the best interest of CAP.

4-9. Nonrenewal Time Requirements. Since the nonrenewal process has built-in delays at each command echelon and provides for a 30-day response time by the member concerned, unit commanders should initiate nonrenewal actions at the earliest possible date to permit final action by the approving authority by the end of the membership year. In those cases where the approving authority's decision cannot be reached prior to the end of the membership year, it must be rendered within 90 days of the expiration date or the member will automatically be eligible for renewal upon payment of membership dues.

4-10. Unit Commander Responsibility for Recommending Nonrenewal. It is the responsibility of unit commanders to carefully evaluate all members of their units well in advance of annual renewal dates to determine if continued membership is in the best interest of CAP. In those cases where a member's conduct fits the criteria for nonrenewal, the unit commander will recommend that membership not be renewed upon expiration. Unit commanders at any level may recommend membership nonrenewal for any member of their units, but the wing commander is the minimum level official to initiate a nonrenewal letter of notification to the member concerned. The National Chief of Staff initiates non renewals for members of the national staff.

4-11 Approval Authority. The region commander is the minimum approving authority for nonrenewal actions. The National Commander is the approving authority for members recommended for nonrenewal by the region commander or the National Chief of Staff. In the case of Aerospace Education members recommended for nonrenewal, the region commander concerned will be the initiating commander and the National Chief of Staff will be the approving authority. In those cases involving a conflict of interest on the part of any initiating or approving authority, the National Commander may appoint a substitute to act as approving authority.

4-12. Nonrenewal Procedures. Unit commanders recommending a nonrenewal action will submit a CAP Form 2c, *Personnel Action Request - Membership Nonrenewal*, to the wing commander along with a proposed letter of notification citing specific misconduct and/or examples of defective attitude or patterns of disruptive behavior. After review, the wing commander will make a decision whether to initiate a nonrenewal action. (In those unusual cases where a wing commander or higher wishes to personally initiate a nonrenewal action, a CAP Form 2d, *Personnel Action Request -Membership Non renewal (Higher Headquarters)*, may be obtained from HQ CAP/DP.)

a. If the wing commander agrees with the recommendation to initiate the nonrenewal action, he or she will notify the member concerned by certified mail or personal delivery utilizing sample letter at Atch 4. A copy of the notification letter and CAP Form 2c will simultaneously be sent to the region commander, the initiating unit commander, and HQ CAP/DP. The member will be given 30 days from the mailing certification date or date of personal delivery, as applicable, in which to respond to the region commander.

b. If the wing commander disapproves the recommended nonrenewal, the recommending unit commander will be notified by copy of the Form 2c and no further action is required.

4-13. Response by the Member. The member concerned will be given 30 days from the date of personal delivery or date of the certified mail postmark in which to respond in writing to the approving authority. A copy of the member's written response will be furnished to the unit commander concerned. The response must indicate in detail why the nonrenewal action is not warranted and why the member's continued membership would be in the best interest of the unit and CAP. The member may also

request the region commander investigate the circumstances involved in the nonrenewal action, but there is no requirement for a formal hearing.

4-14. Action by Approving Authority. The approving authority waits 30 days from the certified mail postmark or date of personal delivery to provide the member an opportunity to respond.

a. If the member does not respond in 30 days, the member is ineligible for renewal when the current membership year expires. National Headquarters (DP), the unit, and the member are notified by copy of the CAP Form 2c.

b. If the member responds, the approving authority may, at his/her discretion, investigate the circumstances surrounding the recommended nonrenewal prior to making a decision. If requested by the member, the approving authority will be required to appoint an officer to investigate the circumstances; however, there is no requirement for a formal hearing. A decision should be made by the end of the membership year if at all possible. In those cases where the approving authority's decision cannot be reached prior to the end of the membership year, it must be rendered within 90 days of the membership expiration date or the member will automatically be eligible for renewal upon payment of membership dues. National Headquarters (DP), the member, and the unit(s) concerned are notified of the approving authority's decision by copy of the CAP Form 2c. The decision of the approving authority is final and may not be used as the basis for further complaint or appeal.

4-15. Action by National Headquarters. Upon receipt of the approving authority's decision, National Headquarters will annotate the member's records to preclude membership renewal. If the member has already sent his or her dues prior to the end of the current membership year, dues will be refunded. Although the member's records may be "flagged" to indicate a pending action, nonrenewal action will not be taken until the member has been given an opportunity to have his or her response considered and a final decision rendered by the approving authority.

5-1. General. Aerospace education (AE) membership is a special category of membership for members of the educational community who desire to promote the objectives and purposes of CAP, but who do not desire to participate in the active membership program.

5-2. Membership Eligibility:

- a. Must be a citizen of the United States or an alien admitted for permanent residence.
- b. Must never have been convicted of or pled guilty to any felony (federal or state) or be currently charged with a felony.
- c. Must have been discharged under honorable conditions if served in the Armed Forces.
- d. Must be connected with the educational community in one of the following capacities:
 - (1) Administrator, counselor, or teacher in a public or private school at any level.
 - (2) Junior or senior in a college or university who is majoring in the education field.
 - (3) Member of the instructional staff directly involved in teaching in an approved AE project or activity.
 - (4) An individual who is attending or has attended an approved AE workshop within the past 2 years and received credit.
 - (5) An individual in the aerospace industry.
 - (6) An individual in a recognized aerospace organization or association who participates in aerospace education programs.

5-3. Privileges of Membership. Aerospace education members receive a CAP membership card, the *Civil Air Patrol News*, and are authorized military airlift (if available) for approved aerospace education projects and activities when official CAP transportation authorizations are provided in accordance with CAPR 10-3, *Administrative Authorizations*.

5-4. Restrictions.

- a. Aerospace education members are not authorized to wear the CAP uniform, hold CAP grade, nor receive any awards or benefits provided in the regular active membership program.
- b. Aerospace education members will not serve in authorized senior member positions in the CAP unit at any level. (Individuals desiring to serve in this capacity must apply for active membership.)
- c. Aerospace education membership is not creditable toward retirement in CAP.

- d. Aerospace education members are not authorized to fly in CAP corporate aircraft unless specific permission is obtained from HQ CAP/DO (Chapter 4, CAPR 60-1, *CAP Flight Management*, Change 2).

5-5. Membership Dues. Aerospace education members pay National dues only (see Atch 3 for amount). No region, wing, or unit dues are required.

5-6. Application Procedures.

- a. The individual completes CAP Form 13, *Application for Aerospace Education Membership in Civil Air Patrol*. Those joining as a result of workshop attendance must attach to the application a copy of their workshop completion certificate or grade sheet showing credit granted. The form, along with a check or money order for initial membership dues (made payable to "National Headquarters CAP"), is forwarded by the applicant to HQ CAP/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a \$20.00 processing fee.
- b. Completed applications will be screened for eligibility and approved by the Chief of Aerospace Education as the National Commander's designee. Then the membership application will be processed.
- c. A membership card will be mailed directly to the member at the member's home address.

5-7. Membership Year. The membership year commences on the date the individual's application is approved and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters. In the event the applicant is not accepted by National Headquarters, membership dues will be refunded and membership will become null and void.

5-8. Membership Renewal. Each member will be automatically contacted by National Headquarters 60 days in advance of the membership expiration date. The renewing member forwards renewal dues directly to National Headquarters. The membership renewal and nonrenewal policy outlined for senior members in Chapter 4 of CAPM 39-2 also applies to AE members. In the case of a nonrenewal action involving an AE member, the region commander concerned will be the initiating commander and the National Chief of Staff will be the approving authority.

5-9. Transfer To Active Membership. Aerospace education members may transfer to active membership status (at no additional cost for the membership year) by submitting a CAP Form 12, with "AEM to Senior - No Charge" annotated across the top, along with a FBI fingerprint card, through the gaining unit.

5-10. Membership Listings. National Headquarters (ETA) will provide a listing of aerospace education members to the appropriate wing liaison officer and RDAE on an as-required basis.

Chapter 6

AFFILIATE MEMBERS

SECTION A - GENERAL

6-1. General. Affiliate membership is a membership category for organization members or special groups of individuals who desire to support CAP financially or through special services, but who are not required to attend regular meetings, wear a uniform, or participate in the active program. Privileges and restrictions vary from group to group.

SECTION B - AFROTC AFFILIATES

6-2. CAP/AFROTC Initiative (Test Program). AFROTC senior cadets at selected detachments may join CAP as affiliate members under a joint operating instruction (JOI) between CAP and AFROTC. The primary goals of this initiative are to explore the possibilities of each organization to:

- * Increase recruiting and retention opportunities.
- * Share available resources.
- * Instill joint activities in air and space education.
- * Conduct a flight orientation program for AFROTC cadets.

6-3. Membership Requirements. Membership requirements and instructions applicable to this category are contained in the JOI which is revised from year to year pending completion of the test program. Members enjoy the benefits outlined in the JOI. The following parameters apply to unit charters and membership dues.

a. Civil Air Patrol units will be established at those AFROTC detachments jointly agreed to by AFROTC and CAP. AFROTC will pay an annual education and training fee to National Headquarters for each of the AFROTC units participating in the test program.

b. AFROTC cadets apply for affiliate membership by completing a CAP senior member application. Since AFROTC cadets are selectively screened by the Air Force and fingerprint screening is a requirement for AFROTC contract cadets, CAP fingerprint screening is not required as a condition of membership for this test program. (Affiliate dues are outlined in Atch 3.)

c. AFROTC detachments will assign a unit advisor from the cadre staff to assist the unit.

d. A CAP unit commander will be selected by the AFROTC detachment commander from cadets in their junior or senior year. The minimum age of 21 will be waived for commanders of these units since a military advisor provides necessary oversight.

e. National Headquarters rebates wing dues in the amount established for cadets of the wing or a minimum of \$5.00 for each affiliate member.

6-4. AFROTC Flight Orientation Program. AFROTC funds cadet flight orientations for AFROTC affiliate members in accordance with the JOI.

6-5. Effective Date. This section is effective only as long as CAP and AFROTC have a JOI and will be reviewed and revised as necessary in support of the test program.

7-1. Business Members. A business member is any US corporation, partnership, proprietorship, or organization which applies for CAP membership in the name of the corporation, partnership, proprietorship, or organization. This category of membership is designed for members of the business community who demonstrate desire to financially support the CAP missions and associated programs. The Marketing and Public Relations Directorate is responsible for this category of membership and complete details are contained in CAPR 173-4, *Fund Raising/Donations*.

7-2. Honorary Membership. Honorary membership is a term of reference, not a category of membership. It is an effective means by which to enhance the image of CAP by associating the Corporation with outstanding citizens. Individuals in this category are members in name only. They do not participate in CAP activities, pay dues, or enjoy the privileges reserved for active CAP members. Honorary membership is limited to distinguished citizens such as members of Congress, state governors, mayors of large communities, high-ranking military officers, etc., and is used as a public relations medium rather than a token of appreciation. Citizens of lesser community stature who support CAP would be more appropriately recognized by a Certificate of Appreciation.

a. National Headquarters must approve all recommendations for honorary memberships. Letters of recommendation will be forwarded through channels to the wing commander, who will endorse those in which he or she concurs directly to HQ CAP/PA for approval. The recommendation should include the individual's name and position, the reason the individual is being recommended as an honorary member of CAP, who will make the presentation, the date and occasion of the presentation.



DAVID L. MILLER
Chief, Administration

b. National Headquarters will review the recommendation and if approved forward the honorary membership certification to the requesting unit (with an information copy to wing concerned) for appropriate presentation. If the recommendation is disapproved, it will be returned through channels to the originating unit with a statement indicating the reason for disapproval. Units requesting honorary membership for individuals should use care in revealing this request to the prospective honorary member until final approval is received.

7-3. Life Membership. In recognition of outstanding contributions to CAP, and as one of its highest honors, the National Board may create a life membership for any member of CAP. However, this honor is usually reserved for past national commanders, past executive directors, and past CAP-USAF commanders. Life members are afforded all the rights and privileges of active senior membership. Spouses of life members are also afforded all the rights and privileges of the life member. Life members and life member spouses do not pay membership dues, but are issued membership cards appropriately designated.

PAUL J. ALBANO, SR., Colonel, CAP
Executive Director

RICHARD L. ANDERSON, Brigadier General, CAP
National Commander

6 Attachments

1. Cadet Membership Checklist
2. Senior Membership Checklist
3. Membership Dues
4. Eligibility for CAP Membership Renewal Letter
5. CAP Form 2c
6. Sample Fingerprint Card

SUMMARY OF CHANGES

This revision is a general update that includes CAP policy regarding nondiscrimination and sexual harassment; identifies what to do with personnel records of inactive members; allows for the acceptance of unit checks for membership dues; changes the cadet age requirement to 12 years old or attending the sixth grade; provides for cadets to late renew up to 180 days after expiration; provides additional suitability requirements for senior memberships; requires rescreening for late renewals; prescribes new procedures for nonrenewal actions including a new CAP Form 2c; allows individuals working in the aerospace industry to qualify for aerospace education membership; authorizes the Chief of Aerospace Education to act as the National Commander's designee to approve aerospace education membership applications; and identifies privileges and restrictions of AFROTC affiliate members.

CADET MEMBERSHIP CHECKLIST

1. Correct charter number? ☐
2. Social Security Number included? ☐
3. Complete date of birth (day, month, and year)? ☐
At least 12 years old or attending the sixth grade,
but not yet 19?
- NOTE: Be sure that year entered for the DOB
is not the current year.*
4. Mailing address:

Complete home address? ☐

City and state? ☐

Zip code? ☐
5. Next of kin? ☐
6. Signed and dated by applicant? ☐
7. Signed and dated by mother and father
(or Guardian)? ☐
8. Signed and dated by unit commander? ☐
9. Is applicant's personal check or money order
enclosed with the application? ☐

SENIOR MEMBERSHIP CHECKLIST

1. Correct charter number? ☐
2. Social Security Number included? ☐
3. Complete date of birth (day, month, and year)? ☐
At least 18 years old? ☐
NOTE: Be sure that year entered for the DOB is not the current year.
4. Mailing address:
Complete home address? ☐
City and state? ☐
Zip code? ☐
5. Next of kin? Including complete mailing address? ☐
6. Military service:
Date of discharge? ☐
Type of Discharge? (Must have been under honorable conditions) ☐
7. If any questions other than number 1 is answered yes, are complete details furnished? ☐
8. Signed and dated by applicant? ☐
9. Signed and dated by unit commander? ☐
10. Is the check or money order enclosed with the application? ☐
11. Is completed FBI fingerprint card included? ☐

MEMBERSHIP DUES

DUES SENT TO NATIONAL

Senior Members:

*New seniors/patrons	\$38.00	(\$30.00 National dues, \$ 5.00 Handbook, \$ 3.00 Region dues)
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*Rejoining seniors (If handbook not required)	\$33.00	(\$30.00 National dues, \$ 3.00 Region dues)
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*Wing dues sent directly to wing headquarters for new members and rejoining members.

Cadet Members:

*New cadets	\$36.00	(\$20.00 National dues, \$16.00 Training materials)
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Rejoining cadets (If training materials not required)	\$20.00	(National dues)
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Renewing cadets	\$20.00 (plus wing dues)	(\$20.00 National dues)
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*Wing dues sent directly to wing headquarters for new members and rejoining members.

OTHER MEMBERSHIP CATEGORIES

Aerospace Education Members (New and renewals)	\$30.00	(National dues)
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CAP/ROTC Affiliates (New and renewals)	\$15.00	(Reduced dues because AFROTC pays annual charter fee for each unit to cover education and training materials.)
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S-A-M-P-L-EMEMORANDUM FOR (Member's name) (Date)FROM: (Wing name/CC)

SUBJECT: Eligibility for CAP Membership Renewal

1. CAPM 39-2, *Civil Air Patrol Membership*, Chapter 1, states that CAP membership is a privilege reserved for those individuals who possess the desire and willingness to promote the purposes and objectives of CAP. Your unit commander has notified me that your membership renewal is not in the best interest of CAP based on:

(a) Specific misconduct (cite briefly)

and/or

(b) Overall defective attitude and/or pattern of disruptive behavior which has had an adverse effect on the unit and CAP (cite examples)

2. After careful review, I agree with your unit commander and am recommending that your membership not be renewed when it expires on (date). The approving authority for this action is (region commander's name, address and fax number). You have 30 days from the postmark of this letter, or from the date of personal delivery, whichever method was used, to provide a written response to the approving authority with a copy to the undersigned. If you do not respond in writing within the specified 30 days, your membership will automatically expire at the end of your current membership year.

3. If you choose to respond to the approving authority, your written response should state in detail why the nonrenewal action is not warranted and why your continued membership would be in the best interest of your unit and CAP. You may also request that the region commander appoint an officer to investigate the circumstances involved in this nonrenewal action, but there is no requirement for a formal hearing.

4. This region commander's decision will be final and cannot be used as the basis for further complaint or appeal within CAP.

Wing Commander

c:
Unit CC
Region CC
HQ CAP/DP

Note: If the nonrenewal is personally initiated by the wing commander or higher echelon, the letter of notification will be modified appropriately.

PERSONNEL ACTION REQUEST - MEMBERSHIP NONRENEWAL

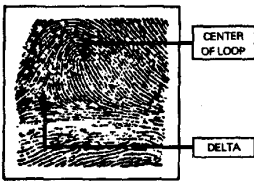
I. PERSONAL DATA			
Last Name First Name Middle Initial	CAPSN	Grade	Charter Number
Duty Assignment	Wing	Unit Name	
II. UNIT COMMANDER RECOMMENDATION			
<p>The member listed above is recommended for nonrenewal when the current membership year expires. (The unit commander must attach a proposed letter of notification to the member concerned citing specific misconduct and/or examples of defective attitude or patterns of disruptive behavior.)</p>			
Signature of Squadron Commander			Date
Signature of Group Commander (If applicable)			Date
III. WING COMMANDER ACTION			
<input type="checkbox"/> Approved. The member has been notified of the proposed nonrenewal action and given 30 days to respond to the region commander. This form and a copy of member's letter of notification have been forwarded to the region commander for final decision. Copy of notification letter and this form also sent to the unit commander and HQ CAP/DP to flag the member's record pending the region commander's final decision.			
<input type="checkbox"/> Disapproved. After considering all facts available, I have determined continued membership is in the best interest of CAP. Unit and member notified by copy of this form. No further action required.			
Signature of Wing Commander			Date
IV. APPROVING AUTHORITY (REGION COMMANDER)			
<input type="checkbox"/> Ineligible for renewal. Member did not respond within 30 days. Membership not to be renewed when the current membership year expires. <i>See note below.</i>			
<input type="checkbox"/> Ineligible for renewal. Unit commander's recommendation to nonrenew upheld. Membership not to be renewed when the current membership year expires. <i>See note below.</i>			
<input type="checkbox"/> Eligible for renewal. Member's response upheld. Membership may be renewed when member submits annual renewal dues. <i>See note below.</i>			
<p>NOTE: All parties concerned (National, wing, unit and the member) will be notified of the region commander's final decision by copy of this form. In addition, HQ CAP/DP will be provided a copy of all supporting documents, to include the member's response and any informal investigative reports.</p>			
Signature of Region Commander			Date
V. NATIONAL HEADQUARTERS ACTION			
Member's record annotated to reflect above action.			

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
				LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		CAP <u>ALAFCAPOZ</u>		DATE OF BIRTH <u>DOB</u>	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CIT</u>		SSA		BACE		MCL	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>		MCL		MCL	
EMPLOYER AND ADDRESS		FBI NO. <u>FB</u>		ARMED FORCES NO. <u>MNU</u>		SOCIAL SECURITY NO. <u>SOC</u>		MISCELLANEOUS NO. <u>MNU</u>	
Civil Air Patrol Maxwell AFB AL 36112		CLASS		REF.		PLACE OF BIRTH <u>POS</u>		DATE OF BIRTH <u>DOB</u>	
CHARTER NUMBER		LEAVE BLANK		CLASS		REF.		DATE OF BIRTH <u>DOB</u>	
REASON FINGERPRINTED		VOLUNTEER		CLASS		REF.		DATE OF BIRTH <u>DOB</u>	

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE	
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		1. THUMB	2. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

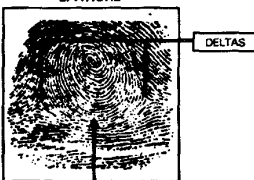
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537
APPLICANT

1. LOOP



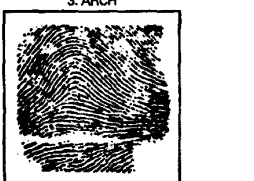
THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

- USE BLACK PRINTER'S INK.
- DISTRIBUTE INK EVENLY ON INKING SLAB.
- WASH AND DRY FINGERS THOROUGHLY.
- ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
- BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
- IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
- IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO ATTACHED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
- EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED; BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

- LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.
- OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.
- U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.
- OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:

- PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
- PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
- IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THEM.
- FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

MISCELLANEOUS NO. - RECORD; OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS ADMINISTRATION CLAIMING NO. (VA).

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